

UTAH PROGRAM IMPROVEMENT PLANNING SYSTEM (UPIPS)

Year 4 Checklist

Done	UPIPS Step	Timeline
	<i>USOE reviews previous UPIPS data and desk audit results and determines if additional on-site visit is needed.</i>	July, 2010-August, 2011
	Continue to self-monitor files	July, 2010-May, 2011
	Continue to implement PIP	July, 2010-May, 2011
	Continue to implement planned professional development activities	July, 2010-May, 2011
	Collect and review data to measure the effectiveness of each action step of PIP goals	July, 2010-May, 2011
IF ON-SITE VISIT IS NEEDED:		
	<i>USOE schedules on-site focused visit with Special Education Director</i>	July, 2010-August, 2011
	<i>USOE conducts on-site focused visit to schools to determine verify status of CAPs and summarizes data in final UPIPS report</i>	July, 2010-August, 2011
	Share UPIPS report with local school board and Public	Within 90 days of Receipt
	Submit evidence of sharing report to USOE	Within 90 days of Receipt
	Revise the PIP and CAP, if needed, to reflect additional findings from data collection and on-site visit	Within 90 days of Receipt
	Plan addition professional development activities, if needed	Within 90 days of Receipt
	Submit revised PIP and CAP, if needed	Within 90 days of Receipt
	Begin individual file correction activities for file errors identified during on-site validation visit	After receiving report-June, 2011
For ALL LEAs:		
	Submit annual progress report on CAP and PIP to USOE	June 30, 2011